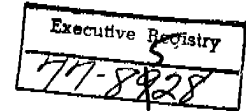


29 JUL 1977



**MEMORANDUM FOR:** Deputy Director for Intelligence  
Deputy Director for Operations  
Acting Deputy Director for Administration  
Deputy Director for Science and Technology  
Acting Deputy to the DCI for the Intelligence  
Community  
Deputy to the DCI for National Intelligence  
Office of General Counsel  
Office of Legislative Counsel  
Office of Inspector General  
Office of the Comptroller

**FROM:** John F. Blake  
Acting Deputy Director of  
Central Intelligence

**SUBJECT:** Implementation of Records Control Schedules

**REFERENCE:** Memo from DCI to DD's and Heads of Ind.  
Offices dtd. 20 April 76; subj: Disposition  
of Agency Records

1. The Agency has completed updating the 22 Directorate and Component records control schedules and has submitted them to the National Archives and Records Service for approval by the Archivist of the United States. Thus far nine schedules have been approved, and the schedules of the DDI and DDO are expected to receive approval in the next two weeks. The next step in the process of bringing Agency records practices into compliance with requirements of the law is the implementation of these approved schedules.

2. The new schedules clearly identify, for the first time, permanent Agency records and generally reduce retention periods for non-permanent records. These requirements must now be applied to the 19,810 cubic feet of records in the Agency Archives and the 90,454 cubic feet in the Agency Records Center. Reviewing and screening, as well as documenting where necessary, the materials in the Agency Archives and Records Center will require the expenditure of time and resources by offices throughout the Agency, but it is a job

that must be done now. The screening process also is necessary to prepare the earliest permanent Agency records for the declassification review which will begin in September.

3. To accomplish the task of implementing the new schedules and preparing for the declassification review, the Agency Records Management Officer has established the following priorities:

a. The 19,810 cubic feet of records in the Agency Archives must be reviewed, screened, and properly documented (in some cases documentation describing the records from the late 40's and early 50's is non-existent and must be prepared now). Temporary records which require continued retention must be prepared for transfer to the Records Center, while those temporary records approved for disposal must be prepared for destruction. The offices responsible for the various collections in the Agency Archives must assign both professional and clerical resources as necessary to complete this task expeditiously.

b. Records Center personnel must identify the temporary records in the Records Center now eligible for disposal based upon audit trails prepared by responsible Agency components. Appropriate forms will be initiated by Records Center personnel to authorize destruction of these records, as well as the records in Agency Archives which have been identified for disposal as described above. These forms will then be submitted to the component and, where necessary, to the Office of General Counsel and the Agency Records Management Officer for approval.

c. All permanent records now deposited in the Records Center must be reviewed, screened, and properly documented. Where required by the new schedules, these permanent records will be transferred to the Agency Archives.

d. The 234,958 cubic feet of records maintained in office areas must also be reviewed to determine which series must be destroyed and which must be transferred to the Agency Archives and Records Center in accordance with the approved schedules. Additionally, all Agency files must be specifically identified with the item in the records control schedule that provides instructions for their ultimate disposition. This identification must be recorded directly on each file or annotated on each file index.

4. All records identified for destruction through the efforts of a., b., and d. above are subject to inspection by the Senate Select Committee on Intelligence before the actual destruction occurs. To this end a destruction holding area has been identified at the Archives and Records Center building where these records will be held pending inspection.

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5. Procedural guidelines for these disposition reviews will be furnished by the Records Administration Branch, ISAS/DDA, [ ] Guidelines for the declassification review will be furnished by the Records Review Branch, ISAS/DDA, [ ] Questions on implementing the disposition and declassification requirements should be addressed to either of these two offices as appropriate.

6. As all Agency components complete this process of review, documentation, and declassification, Agency records will be brought into compliance with current requirements established by law, Executive Order, and the Congress. Properly documenting Agency records also will pay dividends by facilitating information retrieval and avoiding future "surprises" such as the recent surfacing of records that were previously reported as being non-existent.

/s/John F. Blake

John F. Blake

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DDA/ISAS/RAB/[ ]:ad 26 July 1977

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